

MTSS PROGRAM HANDBOOK,  
FORT BLISS, TEXAS

**Introduction to MTSS (DRAFT)**

1. What is MTSS?

MTSS stands for Military Training Service Support. It is a program for soldiers on TDY training status. Students will use the program while attending Army Schools at Fort Bliss. The program directly funds the training installation to provide students with lodging, meals and limited bus transportation. The program is designed to do several things:

- a. Improve the programming, budgeting and execution of training service support funds (billeting, meals and transportation) for TDY students attending Army schools.
- b. Identify efficiencies and reduce the cost of training service support
- c. Decrease Army administrative workload
- d. Decrease DFAS transaction costs
- e. Decrease Government Credit Card Debt
- f. Decrease "out of pocket" expenses incurred by the Soldier
- g. Optimize student logistical support
- h. Improve student security

2. Who does it apply to?

All Army Reserve, National Guard, and Active Duty Army Soldiers that are TDY or ADT on Fort Bliss for Officer; NCO and Enlisted (MOS/AIT reclassification) training will use MTSS. MTSS does not apply to IET students.

3. Where does MTSS come from?

This program is developed and directed by the Department of the Army, Deputy Chief of Staff for Operations G3, Assistant Chief of Staff for Installation Management, and Assistant Secretary of the Army, Financial Management and Comptroller.

4. When will the MTSS program become effective?

MTSS was first implemented as a pilot program at Fort Lee, Virginia in October 2002, then in Fort Gordon in February 2003. Fort Eustis, Fort Sam Houston, Aberdeen Proving Grounds, and Fort Benning were effective in May 2004. All classes on Fort Bliss starting after 31 Jan 2006 will use the new system. MTSS will be used Army-wide.

MTSS PROGRAM HANDBOOK,  
FORT BLISS, TEXAS

5. How did the MTSS Program come to be?

The old system had several disadvantages such as unnecessary expenses for lodging, meals, and local transportation for its TDY personnel, which increased the Army's training expenses. It failed to maximize usage of available Army facilities and services and it contributed to the Government Purchase Card debt and delinquency problem. MTSS seeks to remedy those problems.

**In-processing**

1. All students must report to the location stated on TDY orders based on ATRRS data upon arrival. Otherwise, in processing will occur at the designated areas, defined below, by each school.
2. United States Army Sergeant Majors Academy (USASMA) students first report to Ft Bliss Lodging Inn, Bldg 1744 on Victory Road. USASMA does not provide quarters to students on orders. All students must contact the Ft Bliss Lodging for rate information or to obtain a statement of non-availability. For in-processing, report to USASMA located at Biggs Army Field.
3. Non-Commissioned Officers Academy (NCOA): (Also see Appendix A)
  - a. Primary Leadership Development Course (PLDC) students report to Bldg 1006 on main post NLT 0430 hours on scheduled day (Day 0). Sponsors will have a briefing NLT 0800 hrs (Day 0) at Bldg 1006 in the dining facility.
  - b. BNOC Common Core course students report to Bldg 1004 on main post NLT 0430 hours on report date stated on your TDY orders. (for local students use attachment orders from Bldg 500). All soldiers must report the day before the class starts. All students must sign in.
  - c. Air Defense Artillery BNOC Course students report to Ft Bliss, Bldg 2, E-Wing, Room 185. Students are to report NLT 0600 hours on the report date with all required documents.
  - d. Air Defense Artillery ANOC Course students report to Ft Bliss, Bldg 2, E-Wing Room 185. Students are to report NLT 0600 hours on the report date with all required documents.
4. US Air Defense School (USAADSCH) OBC, CCC, and WOAC students report to Echo Battery 1/56 Bldg 1001 for in-processing. All other enlisted students report to Building 1007 or location identified in Appendix A. If billeting in barracks is not authorized or available, report to the Ft Bliss Lodging Inn, Bldg 1744 on Victory Road for lodging or room reservations.
5. Total Army School System (TASS), 95<sup>th</sup> Div, 7<sup>th</sup> Bde, students report to Building 11131, located at Biggs Army Airfield, for in processing. If billeting in barracks is not authorized or not available, report to the Ft Bliss Lodging Inn, Bldg 1744 on Victory Road for lodging or room

**MTSS PROGRAM HANDBOOK,  
FORT BLISS, TEXAS**

reservations.

**Meals**

1. TDY and ADT students at Fort Bliss will no longer receive Per Diem payments for meals consumed on each class day during the week. This begins on the class start date. Meals will be provided 5 days per week with breakfast, lunch and dinner offered Monday through Friday, except holidays.
2. Per Diem will be authorized on weekends and federal holidays. Per Diem will not be authorized on training holidays. The current rate is \$32.00 plus \$3.00 for incidentals per day for a total of \$35.00 for weekends and holidays.
3. MTSS will not affect service members' Basic Allowance for Subsistence (BAS). All meals will satisfy the Army Food Program standards.
4. The Dining Facilities (DFAC's) available to MTSS Students are DFAC 906 and DFAC 2457, both located at Ft Bliss. These DFAC's are dedicated to serve specific units at specific times so there will be waiting lines and 100% seating may not be available.
5. The serving hours for the Fort Bliss, Dining Facilities are shown below. Schedule is subject to change. (CO denotes "Carry Out").

BLDG NO.	WEEKDAYS			WEEKENDS/HOLIDAYS		
	BREAKFAST	LUNCH	DINNER	BREAKFAST	LUNCH	DINNER
906 (Mon-Sat)	0600 - 0800	1130-1300	1700 -1830			
(Sun)				1000-1300		1600-1800
2457 (Mon)	0500-830	1130-1300	1630-1800			
(Tues – Fri)	0530-0830	1130-1300	1630-1800			
(Sat – Sun)				0900-1200		1600-1730
2457 CO (Mon-Sat)	0730-0900	1200-1330	1800-2000			
Biggs (Mon-Fri)	0730-0900	1130-1300	1700-1830	0900-1200		1600-1800
Dona Anna (Mon – Fri)	0500-0800	1700-2000				

Note: Meal hours are subject to change. Prior to each class cycle, please call 568-0435 to verify current meal hours.

MTSS PROGRAM HANDBOOK,  
FORT BLISS, TEXAS

6. Students will be issued and required to show Meal Card (DD Form 714) stamp with "MTSS" to receive meals, per AR 600-38, 3-7c (3) and 3-7d. These meal cards will be issued by the unit commander or at the in-processing center. The meal card will be over stamped with either MTSS (5) or MTSS (7), signed by the appropriate Meal Card Control Officer (MCCO). At completion of training all MTSS meal cards will be returned and accounted for during out-processing. A stamped meal card with (5) will indicate that student is authorized 3 meals a day Monday – Friday only, less federal holidays, at no cost to the student. Student who wishes to eat on weekends or federal holidays will pay the Government in cash at time of meal consumption. A stamped meal card with (7) will indicate that student is authorized 3 meals a day, seven days a week to include all holidays at no cost to the student.

7. Dining Facility Management is responsible for the following:

a. All MTSS participants will be entered/recorded into the Automated Head Count (AHC) system by the appropriate headcounter.

b. The headcount will verify the following documents:

(a) MTSS over stamped/laminated meal card (DD Form 714)

(b) Common Access Card (CAC)

8. Process each authorized MTSS participant into the AHC system by using the following methods:

(a) Regular entry with CAC (if the person knows their PIN number)

(b) As a non-card diner (entry) if they do not know their PIN.

9. No group entries are permitted in a normal garrison environment. Group entries are permitted only during remote field feeding situations.

10. In the event the AHC system fails before, during or after a meal, the Dining Facility Manager will utilize the manual accounting procedures. The MTSS participants will show headcounter a CAC, DD Form 714 and then sign DA Form 3032. The desired end state of the AHC system includes identification of meal entitlement using the CAC. However, at this time the required data is not accessible through the joint data module located on the CAC. This issue is being worked within the Army and the DOD; the timeframe for resolution cannot be determined at this time. When data accessibility is achieved, meal entitlement information will be read by the AHC readers.

11. Operational meal such as Meals, Ready to Eat (MRE) and Shelf Stable Meals, will be available on commander's requests (bulk issue to class-sized sections). Midnight meals, when required, will also be provided (Civilian Contracted Dining Facilities Only). Prior coordination must be accomplished through the Food Program Manager. Students will consume no more than 3 meals within a 24-hour period.

**MTSS PROGRAM HANDBOOK,  
FORT BLISS, TEXAS**

**Lodging**

1. MTSS students should call in advance to verify lodging reservations at Fort Bliss. The Lodging Inn is located at Building 1744 on Victory Road; a block away from the PX and the Commissary.
2. Students are discouraged from bringing their dependents/family members to Fort Bliss. Facilities are not available to provide adequate support.
3. Students will be provided lodging accommodations on post if possible. On post lodging usually goes to students without POVs. Overflow will be accommodated through the Lodging Success Program (LSP). The LSP provides students with local area hotels at a pre-arranged price. Overflow students will be assigned a hotel and no longer allowed to choose their own. You must fill out a referral form at the FB Lodging Inn to take to the LSP hotel or you will not be accepted or you will have to pay for the hotel cost.
4. Ft Bliss Lodging Inn will not receive you if you come earlier than your reporting date. You are required to clear out on your last day of your stay at the lodging desk. If you stay longer you will be required to pay the hotel cost for that day(s).
5. Guest accounts will be maintained at the assigned hotel. Official lodging expenses will be billed to Fort Bliss Lodging, not the student. The students will pay the hotel directly for any auxiliary charges (i.e. long distance calls, room service, movie rentals).
6. If a student becomes dismissed for cause or flagged, the school will immediately notify lodging and the Garrison RMO, in writing (e-mail is acceptable). If student does not vacate lodging within one business day due to dismissal, action will be taken to notify school respective Company Commanders for appropriate action. Lodging and the Garrison RMO will notify the student in writing advising that they are no longer part of the MTSS program and all future charges will be their responsibility. Lodging will change the student's guest market segment from MTSS and advise the student of their responsibility for any additional or continued lodging charges.
7. The Lodging Inn provides Ft Bliss shuttle buses that operate as needed and transport individuals to and from the El Paso International Airport, bus and train stations. This shuttle service is available only at check out and upon arrival.

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**Transportation**

1. Transportation to/from Fort Bliss from students' training duty station must be included in TDY orders.

## MTSS PROGRAM HANDBOOK, FORT BLISS, TEXAS

2. Weekdays (excluding holidays), two bus shuttles are provided on post seven days per week from 0600 – 2000 hours. Bus shuttle stops at several locations. The bus shuttles follow a post route to PX area, Troop Clinic, Welcome Center, CRC, CIF, FORSCOM area, WBAMC Hospital and Biggs Airfield. Biggs Airfield post route is to Sergeant Majors Academy, UA HQ's, (4<sup>th</sup> Bn) Air Vista Housing and to the Centennial Club.
3. For students authorized to bring POVs, in-and-around mileage of 10 miles if lodged on post and 26 miles if lodged off post is allowed daily, if approved by the order-issuing official.
4. For students directed to travel by air (or students without POVs), taxi fare is NTE \$75 per week. If taxi authorization applies to student situation, it must be authorized in TDY orders. The student is required to keep a daily log of taxi expenses for reimbursement.
5. Taxi fare is at a negotiated rate of \$3.00 anywhere on main post; \$5.00 to Biggs Field or William Beaumont Hospital and \$10 from Fort Bliss to EL Paso Airport. Fort Bliss has an open contract with all taxicabs to take and pick up customers on Fort Bliss. Taxicabs have two taxi stands on Fort Bliss. One is located on near the PX parking area; the other is near Bldg 1010 on Chaffee and Jeb Steward Road. All taxicabs are authorized access to Fort Bliss. Outside post rates are control by city ordinance and use meter rates. Meter starts at \$1.43 and goes up to \$1.75 a mile, thereafter.
6. Only group transportation can be coordinated to shuttle to El Paso Airport.
7. Local commercial bus transportation is available at Ft Bliss.
8. Government bus schedules and post shuttle schedules are available at lodging facilities.

### **Financial Processes**

#### **1. MTSS Database:**

ATRRS will generate a roster every Friday, convert into a spreadsheet and forward to the Garrison RMO. The Garrison RMO will build and maintain the MTSS database, and verify the number of students per class that are enrolled. Schools will report discrepancies to the Garrison RMO.

#### **2. Meals:**

The Food Program Management Office will fax or email an error report within 48 hours to the Garrison RMO to provide notification of student(s) not in the MTSS database.

#### **3. Lodging:**

Off-post: Lodging will complete a LSP referral and forward to the school's representative and Garrison RMO for validation. When a soldier checks out of an off post hotel, the hotel will forward a reconciled invoice, SF 1034 with Guest Master Folio and LSP referral form to Garrison RMO. The Garrison RMO will validate and forward to the DFAS for payment of off-post lodging on a MTSS Government Purchase Visa card.

MTSS PROGRAM HANDBOOK,  
FORT BLISS, TEXAS

On-post: Monthly SF 1034 invoices, with copies of Guest Master Folios will be submitted by Lodging to the Garrison RMO and the DFAS NAF for validation and payment.

Charges for each student will accumulate through the last day of the credit card billing cycle. The schools are not required to validate, nor pay the bills for housed students. They are required to notify the Garrison RMO and Lodging immediately if there is a change of status of any student.

**Student Entitlements Summary**

1. Students will be authorized \$3 daily for incidentals.
2. Students will be authorized a maximum of \$2 daily for laundry services after their 7th day of being TDY.
3. Students without POVs will be authorized a maximum of \$75 per week for taxi service.
4. Students with POVs will be authorized in and around mileage of 10 miles a day if lodged on post, and 26 miles a day if lodged off-post.
5. Students will be lodged at no cost to the Soldier.
6. Students will eat meals at designated facilities at no cost to the Soldier during the week. They will be authorized Per Diem of \$35.00 per day on weekends and federal holidays.

**Points of Contact**

Fort Bliss DSN..... 978-xxxx  
Fort Bliss Commercial..... 568-xxxx  
Area Code..... 915-xxxx

**MTSS Training Policy (ODCS G-3)**

DSN..... 224-9706  
DSN..... 222-4993

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**Meals**

Food Program Manager Office (DOL).....568-0436

**MTSS PROGRAM HANDBOOK,  
FORT BLISS, TEXAS**

**Transportation Motor Pool:**

Manager 568- 7605  
Taxi Cabs See local phone book

Bus Transportation - Dispatch Office (DOL) .....568-7605  
Transportation Specialist (DOL).....568-7605

**Lodging**

Fort Bliss Lodging Office  
(Reservations Desk) .....565-7777

INSTALLATION MTSS POC ....569-5255

MTSS Database 878-2509  
Billing 878-5611

**USAADSCH / NCOA**

Course Number	Course Title	POC	BLDG to Report
01A-7-C20 (P) Phase 2	BASIC OFFICER LEADER	CPT McCormick 568-0376	E Btry 1/56 Bldg 1001
043-ASIE2	SLEW TO CUE (AIT)	SFC Jackson 3- 2559	Bldg 1017
043-ASIK7	AVENGER MASTER GUNNER	SFC Jackson 3- 2559	Bldg 5808, RM 10
043-ASIQ1	PATRIOT PAC III SYSTEM	Anthony Everett 3-4915	Bldg 1017
043-ASIQ3	ADA HIMAD C4I TOC ENHANCED OPR/MAINT	SFC C. Spann 3-6505	Bldg 1017
043-ASIT4	PATRIOT MASTER GUNNER	SFC Perez, 3-4937	Bldg 60, RM 7
043-14E10	PATRIOT FIRE CONTROL ENHANCED OPR/MAINT	SFC C. Spann 3-6505	Bldg 5864
043-14J10	ADA C4I TACTICAL OPER CTR ENH OPER/MAI	SFC C. Spann 3-6505	Bldg 1017
043-14M10	MAN-PORTABLE AIR DEFENSE SYSTEM CREWMEMBER	SFC C. Spann 3-6505	Bldg 1017
043-14S10	AVENGER CREWMEMBER (AIT)	SFC Jackson 3- 2559	Bldg 1017
043-14T10	PATRIOT LAUNCHING STATION ENH OPR/MAIN	SFC C. Spann 3-6505	Bldg 5864
121-7212 (OS)	STINGER GUNNER/AVENGER CREW	MSGT Jamison	Bldg 1005



**MTSS PROGRAM HANDBOOK,  
FORT BLISS, TEXAS**

	MEMBER (USMC)	568-6094	
121-94S10 Phase 2	PATRIOT MISSILE SYSTEM REPAIRER	SFC Moran, 3-2277	Bldg 723
2-44-C20	AIR DEFENSE ARTILLERY OFFICER BASIC	CPT Whiskeyman 568-7237/7991	E Btry 1/56
2-44-C20 (P) Phase 3	AIR DEFENSE ARTILLERY OFFICER BASIC OFFICER LDR	CPT Whiskeyman 568-7237/7991	E Btry 1/56
2-44-C20 (14B)	ADA OFFICER BASIC (SHORAD WEAPONS TRACK)	CPT Whiskeyman 568-7237/7991	Bldg 1017
2-44-C20 (14E)	ADA PATRIOT WEAPON SYSTEM	CPT Whiskeyman 568-7237/7991	Bldg 60, RM 2
2-44-C22	AIR DEFENSE ARTILLERY CAPTAINS CAREER	CPT Lott 568-5814	E Btry 1/56 Bldg 1001
2-44-C23 Phase 2	AIR DEFENSE ARTILLERY CAPTAINS CAREER	CPT Lott 568-5814	E Btry 1/56 Bldg 1001
2-44-C23 Phase 4	AIR DEFENSE ARTILLERY CAPTAINS CAREER	CPT Lott 568-5814	E Btry 1/56 Bldg 1001
2-44-C23 (DL) Phase 3	AIR DEFENSE ARTILLERY CAPTAINS CAREER	CPT Lott 568-5814	E Btry 1/56 Bldg 1001
2-44-C32-140A	AIR DEFENSE ARTILLERY WO ADVANCED	CPT Whiskeyman 568-7237/7991	Bldg 2, RM 262
2-44-C32-140E	AIR DEFENSE ARTILLERY WO ADVANCED	CPT Whiskeyman 568-7237/7991	Bldg 2, RM 262
2-44-C32	AIR DEFENSE ARTILLERY WO ADVANCED	CPT Whiskeyman 568-7237/7991	Bldg 2, RM 262
2E-F210	ADA CCC SHORAD FOLLOW-ON	SFC Jackson 3-2559 ???????	Bldg 5808, RM 10
2E-14A-RC	ADA OFFICER RECLASSIFICATION	CPT Whiskeyman 568-7237/7991	E Btry 1/56 Bldg 1001

**APPENDIX A**

**USAADSCH / NCOA**

Course Number	Course Title	POC	BLDG to Report
2E-7204 (OS)	LOW ALTITUDE AIR DEFENSE OFFICER (USMC)	MSGT Jamison 568-6094	Bldg 1005
2F-FOA-F15	ADA OFFICER ADVANCED (PATRIOT FOLLOW-ON)	CW4 Hankins 568-4937	Bldg 60, RM 2
2F-F23/4F-F37	PATRIOT TOP GUN	CW3 Talbott 568-7466	Bldg 2, RM 262
2F-SI5K/SQI8/043-SQIH	INSTRUCTOR TRAINING (in-house)	Mr. Nelson 568-6645	Bldg 2, RM 227
2F-14EX	PATRIOT AIR DEFENSE OFFICER	CW4 Hankins 568-4937	Bldg 60, RM 2
2F-14EX (ISRAEL)	PATRIOT OPERATOR (ICC)	Ben Rojas, 3-3535	Bldg 60, RM 117
2G-F25	AIR DEFENSE ARTILLERY PRE-COMMAND	MSG Urban 568-4811	Bldg 2, RM 262
2G-F85X	INTERNATIONAL OAC PREPARATORY	CPT Lott 568-5814	Bldg 2, RM 261
2G-F92/521-F77	CADRE TRAINING	SFC Jackson 3-2559	Bldg 1025
2G-F95/043-F29	JOINT THEATER AIR MISSILE DEFENSE	CW4 Minge 568-7466	Bldg 2, RM 262
2G-F96	PROFESSIONAL DEVELOPMENT SEMINAR (SPOUSE)		

**MTSS PROGRAM HANDBOOK,  
FORT BLISS, TEXAS**

2G-F97/043-F18	ADA AIRSPACE COORDINATION DIGITAL TRAINING	SFC Jackson 3- 2559	Bldg 1025
4F-140A	COMMAND AND CONTROL SYSTEMS INTEGRATOR	SFC Jackson 3- 2559	Bldg 1025
4F-140E	PATRIOT SYSTEM TECHNICIAN WO BASIC	CW4 Hankins 568-4937	Bldg 60, RM 2
5K-F15/012-F40	SYSTEMS APPROACH TO TRAINING BASIC (in-house)	Mr. Nelson 568-6645	Bldg 2, RM 227
632-24T10X MODIFIED	PATRIOT OPERATOR & SYSTEM MECHANIC-GERMAN	Anthony Everett 3-4915	Bldg 1017
7B-F13	SMALL GROUP INSTRUCTOR TRAINING	Mr. Nelson 568-6645	Bldg 2, RM 227
750-AT	WARRIOR TRANSITION	SFC Jackson 3- 2559	Bldg 1025
811-88M10	MOTOR TRANSPORT OPERATOR	1LT Simons	Bldg 1010
9E-F7/012-F35	SUPPORT CADRE TRAINING	SFC Jackson 3- 2559	Bldg 1025
600-PLDC	PRIMARY LEADERSHIP DEVELOPMENT	SFC Weatherly 568-2440	Bldg 1006
600-BNCOC Phase 1	BNCOC COMMON CORE	SFC Weatherly 568-2440	Bldg 1004
0-14-C40 Phase 2	AIR DEFENSE ARTILLERY BNCOC	SFC Sanchez 568-5011	Bldg 2E, 2????
0-16-C42	AIR DEFENSE ARTILLERY ANCOC	SFC Gruidl 568-1090	Bldg 2E, 2

**APPENDIX A**